

**DODGE COUNTY LAND RESOURCES AND PARKS COMMITTEE
MINUTES
February 15, 2021**

The Dodge County Land Resources and Parks Committee met on February 15, 2021 at 7:00 p.m. on the 1st Floor of the Administration Building, Juneau, Wisconsin.

Chairman Schaefer called the meeting to order. Roll Call was taken. Members present were Allen Behl, Mary Bobholz, Tom Schaefer, Travis Schultz and Larry Schraufnagel (by phone). The staff present at the request of the Chairman were Bill Ehlenbeck and Joseph Giebel. Dave Addison and Chris Planasch were also present.

No other County Board members were in attendance.

The Chairman asked the staff to confirm compliance with the open meeting laws and the public hearing notice requirements. Joseph Giebel noted that the meeting was properly noticed in accord with the open meeting law and noted that the required notices for the public hearings listed on the agenda were posted, mailed and published in accord with the statute and code requirements.

1. Town Rezoning Petition – **Brian Koll** – Part of the NE ¼ of the NE ¼, Section 15, Town of Theresa, Dodge County, Wisconsin, Petition to rezone approximately 2-acres of land under the Town of Theresa Zoning Ordinance, from the A-1 Farmland Preservation Zoning District to the A-2 General Agricultural Zoning District has been submitted by the Town of Theresa Town Board to the Dodge County Board of Supervisors for approval to allow for the creation of a non-farm residential lot at this location. Committee review and recommendation to the County Board.

Motion by Travis Schultz to submit a favorable recommendation to the County Board of Supervisors on the petition to rezone approximately 2-acres of land under the Town of Theresa Zoning Ordinance, from the A-1 Farmland Preservation Zoning District to the A-2 General Agricultural Zoning District to allow for the creation of a non-farm residential lot at this location.

Second by Mary Bobholz Vote 5-0 Motion carried.

2. Town Rezoning Petition – **Reuben and Arlene Pribnow** – Part of the NW ¼ of the NE ¼, Section 18, Town of Theresa, Dodge County, Wisconsin, the site address being W2277 State Road 28 & 67. Petition to rezone approximately 2-acres of land under the Town of Theresa Zoning Ordinance, from the A-1 Farmland Preservation Zoning District to the A-2 General Agricultural Zoning District has been submitted by the Town of Theresa Town Board to the Dodge County Board of Supervisors for approval to allow for the creation of a non-farm residential lot at this location. Committee review and recommendation to the County Board.

Motion by Mary Bobholz to submit a favorable recommendation to the County Board of Supervisors on the petition to rezone approximately 2-acres of land under the Town of Theresa Zoning Ordinance, from the A-1 Farmland Preservation Zoning District to the A-2 General Agricultural Zoning District to allow for the creation of a non-farm residential lot at this location.

Second by Travis Schultz Vote 5-0 Motion carried.

The hearing procedures were read into the record.

PUBLIC HEARING

Jason Munzel, agent for SIT Willow Creek LLC – Request for a Conditional Use Permit under the Land Use Code, Dodge County, Wisconsin to allow for the establishment of a landscaping/tree nursery business at this location. The site is known as Lot 1, Willow Creek Subdivision, located in part of the NW ¼ of the SW ¼, Section 29, Town of Ashippun.

Motion by Travis Schultz to approve the Conditional Use Permit request to allow for the establishment of a landscaping/tree nursery business at this location subject to the following conditions:

1. The business operation shall be conducted without offensive noise, vibration, dust, smoke, odor, glare, lighting or the risk of fire, explosion or other accident and shall not be detrimental to the public health, safety or general welfare of the immediate neighborhood or community;
2. The proposed 30' X 30' parking area and the driveway to the parking area shall be hard surfaced using gravel, asphalt or concrete. The hard surfaced parking/loading area requirement is intended to prevent tracking of soil and mulch material onto the roads.
3. A minimum 8' wide buffer area shall be maintained between the property lines and the proposed tree planting and heeled in holding areas in order to provide adequate drainage around these areas and to provide sufficient work area for the removal and maintenance of the trees in these areas.
4. The applicant shall submit a soil erosion control plan and a stormwater management plan, if applicable, to this Department in accord with Section 7.9 of the Dodge County Land Use Code for review and approval prior to beginning filling, grading or construction on this site;
5. All Federal, state and local municipality permits shall be obtained by the applicant to operate said business prior to beginning operation of the business on this site;
6. The applicant shall submit a County Land Use permit for any proposed buildings or structures or signs to be located on this site prior to beginning construction on this site. State level building plan approvals shall also be obtained, if required, prior to the issuance of the Land Use Permits for the storage buildings;
7. The exterior walls of any buildings located or constructed on this site shall be painted or sided with low reflective, subtle, neutral or earth tone colors;
8. All exterior lighting plans shall meet the functional and security needs of the proposed development without adversely affecting adjacent properties or the community. A lighting plan shall be submitted to this Department for review and approval prior to locating lighting on this site;
9. Any significant change or expansion of the business may require that a new conditional use permit be obtained.
10. The decision of the Committee shall expire one year after the decision is filed with the Department unless construction has been diligently pursued, a Certificate of Zoning Compliance has been issued, the use is established, or the Conditional Use Permit is renewed, for a period not to exceed one year.
11. The Conditional Use Permit shall also expire upon termination of a project or if the rights granted by the permit are discontinued for 180 consecutive days.
12. Any building to be constructed on this site must be built with the same aesthetics as the surrounding properties;
13. The right-of-way including North Avenue, must be kept clean of any stone, mud or debris;

14. The proposed tanks shall not be taller than 10'.

Second by Mary Bobholz Vote 5-0 Motion carried.

PUBLIC HEARING

Pat Cardiff, agent for Grande Cheese Company – Request for a Conditional Use Permit under the Land Use Code, Dodge County, Wisconsin to allow for the expansion of the cheese and whey production facility, the renovation of the existing office space and the addition of a new milk receiving bay along the east side of Dairy Road. The property is located in part of the NE ¼ of the NE ¼, Section 11 and part of the NW ¼ of the NW ¼, Section 12, Town of Leroy, the site address being N11689 Dairy Road.

Motion by Mary Bobholz to approve the request for a Conditional Use Permit to allow for the expansion of the cheese and whey production facility, the renovation of the existing office space and the addition of a new milk receiving bay along the east side of Dairy Road subject to the following conditions:

1. The business operation shall be conducted without offensive noise, vibration, dust, smoke, odor, glare, lighting or the risk of fire, explosion or other accident and shall not be detrimental to the public health, safety, or general welfare of the immediate neighborhood or community.
2. All Federal, State, County and Local Municipality permits and approvals required for the proposed structures on this site shall be obtained for said projects prior to beginning construction.
3. Approval of the required County variance requests to allow the construction of the proposed facilities within the highway setback lines shall be obtained prior to issuance of a County Land Use permit and prior to the location of said structures within the required setback lines. Or, if the variance is not granted, the proposed construction plans shall be modified to bring the proposed facilities into compliance with the applicable Code requirements.
4. State approved building plans shall be obtained, if required, for the proposed structures prior to the issuance of the County Land Use Permit for the construction of the facilities on this site.
5. A storm water management and erosion control plan for this development project shall be submitted to the Department for review and approval prior to beginning any earth moving or construction on this site and prior to the issuance of the Land Use Permit.
6. All exterior lighting plans shall meet the functional and security needs of the proposed development without adversely affecting adjacent properties or the community.
7. Any significant change or expansion of the facilities on this site may require that a new conditional use permit be obtained.
8. The decision of the Committee shall expire one year after the decision is filed with the Department unless construction has been diligently pursued, a Certificate of Zoning Compliance has been issued, the use is established, or the Conditional Use Permit is renewed, for a period not to exceed one year.
9. The Conditional Use Permit shall also expire upon termination of a project or if the rights granted by the permit are discontinued for 180 consecutive days.
10. Guard rails shall be installed around the piers for safety reasons.

Second by Allen Behl Vote 5-0 Motion carried.

REGISTER OF DEEDS

A. Quarterly and Year End Reports

Chris Planasch provided the Committee with the quarterly and year-end report for the Register of Deeds activities. She also provided a comparison of the current number of recordings to the number of recordings from the last few years. The number of recordings and collected recording fees are considerably higher than the last few years. A handout with the Department year to date budget report was also reviewed with the Committee.

Land Information

A. Authorize purchase of large scale scanner-printer

Withdrawn at this time. Bill Ehlenbeck reported that he is working with IT Department and the bid packages for the large scale scanner-printer just went out. A purchase approval request will be brought back to March 15th Committee meeting.

A. Land Information Division update

Dave Addison provided the Committee with a staffing and project update for the Land Information Division. He also provided the Committee with an update of the revenues from the retained fees and grants received in the last quarter along with a comparison with the revenues received from 1990 to present date. Dave also noted that Morgan Wisht has been hired to fill the GIS Property Analyst position. Morgan has worked as our GIS Intern this past year.

Administrative Business

Request to Carryover funds from 2020 to 2021

Bill Ehlenbeck presented the Committee with a Budget Status Report as of February 15, 2021. Bill also provided the Committee with a list of the projected carry-over amounts for certain funds from budget year 2020 to budget year 2021. Bill is working with Finance staff to confirm final amounts. Approximate total carryover amount is \$611,591. The Non-Metallic Mining Program, Land Information Office program and CDBG – Housing Program funds are all State restricted funds to be carried over. The Gold Star Trail Development, Astico Parks Rehab Funds and the Future Parks Development Fund will be carried over for the same purpose. The Committee directed staff to prepare an updated policy to direct how the Future Parks Development Fund should be used.

Motion by Mary Bobholz to approve the requests for carry-over of the funds from budget year 2020 to budget year 2021.

Second by Travis Schultz Vote: 5-0 Motion carried.

Bill Ehlenbeck provided the Committee with a list of virtual training workshops that are being offered by the UW Extension Office covering zoning and Board of Adjustment topics.

The minutes from the February 1, 2021 meeting were reviewed by the Committee.

Motion by Travis Schultz to approve the minutes as written.

Second by Mary Bobholz

Vote: 5-0

Motion carried.

No Committee Member Reports

No additional Per Diems.

Motion by order of the Chairman to adjourn the meeting.

Meeting adjourned at 8:35 p.m.

Respectfully Submitted,



Allen Behl, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.